



Dear Prospective Ministry Applicant,

Thank you for your interest in High Country Home Educators. At High Country, we rely upon the Lord to bring us brothers and sisters-in-Christ who have a desire to share their gifts and talents in furthering the message of Jesus Christ in our community. It is believers like yourself that the Lord is calling into leadership in order to be a witness for Him in the area He has placed upon your heart to serve. This enriches all areas of our ministry.

Our purpose at High Country is assisting and strengthening homeschooling families while connecting people in relationships that glorify God. In order to do this well, High Country requires that you be involved in a life-giving, Bible believing church.

Enclosed is the *Ministry Application* that will need to be completed for consideration for a position with our group. Upon completion, your *Ministry Application* may be returned to the HCEC front desk personnel during classes, or mailed to:

High Country Home Educators
C/O Wendy Ferguson
PO Box 62284
Colorado Springs, CO 80962
E-mail- ECHumanResources@hche.org

Once we have received your paperwork, you will be contacted for an interview. If you have any questions, please call 278-9135, ext. 2 and I will return your call as soon as possible. May God richly bless you as you continue seeking His will for your life, as well as His purpose for His Kingdom on this Earth.

Respectfully,

Wendy Ferguson

Wendy Ferguson
Human Resources Manager
High Country Enrichment Classes

ALL APPLICANTS

High Country Home Educators MINISTRY APPLICATION

719-278-9135, ext. 2

High Country Home Educators admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

DATE:

APPLICANT INFORMATION

Name:

Ages of children:

Alias used:

Male Female

Email Address:

Home Phone:

Address:

Cell Phone:

City:

State:

Zip Code:

Church you attend:

Length of time you have attended:

MINISTRY AREA FOR WHICH YOU ARE APPLYING:

See Vital Partner & Volunteer Ministry Descriptions for details of the program.

Position Desired:

Day(s) Available: Tuesday Wednesday Both

Time(s) Available:

Have you reviewed a job description?

Do you understand the job requirements?

Are you able, with or without accommodation, to perform the essential duties of this position?

Yes No If no, please explain:

List any gifts, training, education, or experiences you have:

What is your greatest strength/weakness?

ALL APPLICANTS

SPIRITUAL BACKGROUND	
Have you ever worked or volunteered at High Country before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: _____	
Have you asked Jesus Christ to be Lord and Savior in your life? (John 3:3-8) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____	
Have you received the baptism in the Holy Spirit? (This is not water baptism) (Mark 1:8) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____	
If you attend a church other than New Life Church, please give: Pastor's Name: _____ Church Phone: _____	
List any previous Ministry Involvement: _____ Ministry leader's name & phone: _____	
List any previous Ministry Involvement: _____ Ministry leader's name & phone: _____	
Please share your personal testimony concerning your relationship with Jesus Christ. (see Luke 9:26) (use additional paper if necessary) :	

SPIRITUAL BELIEFS (Initial all statements that apply)	
I Believe:	Initials
In the Virgin Birth (Isaiah 7:14) and Deity of our Lord Jesus Christ (Matt 1:23).	
That Jesus is God's Son (John 3:16) and the only sacrifice for sin (Romans 3:23-25).	
That Jesus rose bodily from the dead (Romans 10:9) and now sits at the right hand of the Father in Heaven (Mark 16:19)	
In eternal damnation for the lost (Luke 16:19-31).	
That the Holy Bible is infallible (2 Timothy 3:16).	
That a person must be born again to receive eternal life (John 3:3-8).	

ALL APPLICANTS

REFERENCES –

List Two Personal References Other Than Relatives:

Name:	Relationship:	
Home Phone:	City:	State:
Cell Phone:	Email:	
Name:	Relationship:	
Home Phone:	City:	State:
Cell Phone:	Email:	

List One Professional or Volunteer Position Reference:

Name:	Phone:	
Organization Name:	Email:	
Relationship:	City:	State:

List a Spiritual Life Reference (Small Group Leader, Bible Study Leader, etc. ~ This person must know you well)

Name:	Phone:	
	Email:	
Cell Phone:	City:	State:
Organization Name:	Relationship:	

CERTIFICATION

My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or interviews, will be cause for the rejection of my application and the termination of my contract at any time. I authorize High Country Home Educators and its agents to verify any information related to my application or resume'. I also authorize individuals, schools, employers, and law enforcement or government officials to freely release any information concerning my background, and hereby release all of them from liability for doing so. If High Country Home Educators contracts me, I understand I will be contracted at an at-will basis for an allotted period of time, and that High Country Home Educators shall comply with appropriate federal and state laws and regulations prohibiting discrimination on grounds of race, color, gender, national origin, age or disability.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

For Applicants 18 years old and above ONLY

PERSONAL BACKGROUND

Please indicate if you engage in any of the following behaviors:

Chew or Smoke Tobacco Drink Alcohol Use Illegal Drugs Pornography

Have you ever been charged, arrested, or convicted of a felony, or misdemeanor?

Yes No If yes, please explain: _____

Have you ever terminated your employment or had your employment terminated or has your employer ever reprimanded you for reasons relating to allegations of:

1. Theft or mishandling of monies or company property?

Yes No If yes, please explain: _____

2. Physical or sexual abuse or sexual harassment by you?

Yes No If yes, please explain: _____

Has anyone ever brought or threatened to bring a civil or criminal claim against you alleging physical or sexual abuse, neglect, or sexual harassment by you?

Yes No If yes, please explain: _____

Has your driver's license ever been suspended or revoked?

Yes No If yes, please explain: _____

Are there any facts or circumstances involving you, your health, or your background that would adversely affect your ability to supervise, guide, and care for young people?

Yes No If yes, please explain: _____

If there has been alcohol abuse, physical or sexual abuse in your family background, what steps have you taken to minimize the impact that those issues will create for you, both now and in the future?
(Use additional paper if needed.)

CONFIDENTIALITY AGREEMENT

- Each student at HCEC has the right to privacy. If personnel find it necessary to discuss a certain student, this discussion should take place in the appropriate place with the appropriate person(s) in a cautious manner. The Matthew 18 principle should be remembered when discussing students. Be ready to give good reports to others about the students.
- High Country Home Educators deals with many confidential issues pertaining to its members and families and staff. Staff & teachers must be aware of this and be able to properly handle confidential issues that arise as a part of their job, whether directly or indirectly.
- Staff, vital partners, and volunteers must maintain strict confidentiality when dealing with interviews, giving guidance, coaching, member lists, personnel information and other types of information that is, or might be considered private to our staff, vital partners, volunteers, or families. The information may be contained in documentary form such as letters, reports, forms, applications, or other data. It may be in visual form such as teacher information, photographs, or other information included in an application. Although this policy concentrates on protecting written data, protection of information transmitted orally is equally important. All matters of this type should only be disclosed to other staff members if needed for their ministry responsibility. When in doubt about giving out information, staff, vital partners, and volunteers should always consult with and get permission from their immediate supervisor. All HCEC emails and phone lists are for HCEC use only and should not be used for any solicitation purposes.
- Please note that this Confidentiality Agreement does not in any way supersede the process or requirements of a mandatory reporter. If you are a mandatory reporter and find yourself with the knowledge of information that must be reported to authorities, please follow the required process and notify the Administrator of your actions.

Do you agree to the confidentiality agreement? Yes No (Read above before marking)

LIABILITY RELEASE

I waive, release, indemnify, and promise not to sue High Country or New Life Church and all of its constituent organizations, agents, ministers, employees, and volunteers (collectively, "Released Parties") from all demands, claims, or liability, in law or in equity, including the released parties' own negligence, that have arisen or may arise from this activity, including travel associated with this activity, and that involve any damage, loss, or injury to me, my spouse, any listed child, my property, my spouse's property, or the property of any listed child. I fully assume the risks associated with participating in this activity. This waiver, release, indemnification, and promise not to sue does not apply to claims of criminal conduct, gross negligence, or intentional acts.

Do you agree to the liability release? Yes No (Read above before marking)

DISCLOSURE AND BACKGROUND CHECK AUTHORIZATION

Department Requesting: _____

In connection with your employment with New Life Church] (the “Company”), notice is hereby given that a consumer report and/or investigative consumer report may be obtained from a consumer reporting agency for employment purposes. These reports may contain information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. They may involve personal interviews with sources such as your neighbors, friends or associates. The reports may also contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting the Company and Protect My Ministry 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 Phone: 1-800-319-5581. For information about Protect My Ministry’s privacy practices, see www.protectmyministry.com. The scope of this notice and below authorization is not limited to the present and, if you are hired, will continue throughout the course of your employment and allow the Company to conduct future screenings for retention, promotion or reassignment, as permitted by law and unless revoked by you in writing.

Acknowledgement and Authorization

By signing below, I authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of the federal notice entitled *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary document explaining my rights under the Fair Credit Reporting Act.

Signature

Today’s Date

Last Name

First Name

Middle Name/Initial

Maiden Name/ Aliases (Last name only)

Street Address

City

County

State

Zip Code

SSN

D/L or STATE ID

STATE ISSUED

EMAIL ADDRESS

For identification purposes only, please provide FULL DOB: _____

Phone Number (Cell or Home?) _____

If you have lived in Colorado for LESS THAN 3 YEARS, please fill in the following, beginning with the most recent STATE you lived in before moving to Colorado and ending with the STATE you lived in 10 years ago.

Dates: From _____ To _____ Zip: _____
City: _____ **State:** _____ **County:** _____
Your Last Name during this time: _____

Dates: From _____ To _____ Zip: _____
City: _____ **State:** _____ **County:** _____
Your Last Name during this time: _____

Dates: From _____ To _____ Zip: _____
City: _____ **State:** _____ **County:** _____
Your Last Name during this time: _____

Dates: From _____ To _____ Zip: _____
City: _____ **State:** _____ **County:** _____
Your Last Name during this time: _____

Dates: From _____ To _____ Zip: _____
City: _____ **State:** _____ **County:** _____
Your Last Name during this time: _____

(Please write on back if more space is needed.)

Submitted by
New Life Church
11025 Voyager Parkway
Colorado Springs, CO 80921

Para información en español, visite www.consumerfinance.gov/learnmor o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent is generally not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on Unsolicited “prescreened” offers for credit and information in your credit report.** Insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.